



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 13, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name of the Chief Executive Officer.

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT ANDREW SHIMODA TO THE POSITION OF ASSOCIATE HOSPITAL ADMINISTRATOR II FOR LAC+USC HEALTHCARE NETWORK

Consistent with the Board-approved policy on management appointments, the Department of Health Services (DHS) requests authorization to appoint Mr. Andrew Shimoda to the position of Associate Hospital Administrator II at an annual salary of \$126,074.88 (\$10,506.24/month), placing him on Step 10 of salary range S12 and represents a 17.9 percent increase over his current base salary of \$106,866.60 (\$8,905.55/month).

In this position as the Expenditure Manager of the LAC+USC Healthcare Network and Juvenile Court Health Services, Mr. Shimoda will report to the Network Chief Financial Officer; however, this position is currently vacant while the department seeks to recruit and hire a qualified candidate. As the Expenditure Manager, Mr. Shimoda will be responsible for overseeing the Cost Accounting, General Accounting, Financial Systems, Financial Reporting, and Special Studies sections. In this capacity he will be responsible for planning, coordinating, directing and controlling the fiscal expenditures of the LAC+USC Network.

"To Enrich Lives Through Effective And Caring Service"

***Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only***

Each Supervisor
November 13, 2008
Page 2

DHS indicates that Mr. Shimoda brings over 31 years of County experience to the department. He has been performing the duties of the Expenditure Manager since February 1998. In addition, Mr. Shimoda has served as the Acting Chief Financial Officer since September 2006 and has acquired extraordinary knowledge, skills and capability through the performance of his duties. Accordingly, the salary placement for Mr. Shimoda on Step 10 of this S12 position would be consistent with the level of experience and knowledge that he brings to this position.

Mr. Shimoda holds a Bachelor of Science in Business Administration from California State University, Los Angeles. A copy of Mr. Shimoda's resume and additional information provided by DHS are attached. Based on the information provided by DHS regarding Mr. Shimoda's experience and qualifications, we concur with the Department's request to appoint him to the position of Associate Hospital Administrator II at the requested salary.

In accordance with the policy on managerial appointments, unless this Office is informed otherwise from your offices by November 21, 2008, we will advise DHS that authorization has been granted to proceed with Mr. Shimoda's appointment to Associate Hospital Administrator II at an annual salary of \$126,074.88 effective November 21, 2008.

If you have any questions or concerns regarding this appointment, please contact Dara Lark of this Office at (213) 974-2396 or at dlark@ceo.lacounty.gov.

WTF:SRH:SAS
MLM:DL:yb

Attachment

c: Executive Officer, Board of Supervisors
Interim Director, Department of Health Services
Director of Personnel

111308_HMHS_MBS_A Shimoda

NON-PHYSICIAN MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Andrew Shimoda

Employee No.:

(Check one) NEW HIRE: ☐ PROMOTION: ☒

I. FACILITY/PROGRAM

A. Provide organization chart & highlight the position

SEE ATTACHMENT

B. Describe where the position fits into the management organizational structure:

The position reports to the Network Chief Financial Officer, with subordinates in Revenue and Expenditure Management.

C. Describe the duties and responsibilities which reflect the scope and complexity of the position:

The position plans, coordinates, directs, and controls the fiscal expenditures of the Network. Develops and presents accurate accounting records, with a knowledge of Medicare and Medi-Cal reimbursement regulations.

D. Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Mr. Shimoda brings over thirty-one years of County experience to his role of Expenditure Manager, LAC+USC Healthcare Network and Juvenile Court Health Services. Mr. Shimoda has been the Expenditure Manager since February 1998. In addition, Mr. Shimoda has performed the functional duties as Acting Chief Financial Officer; in addition to his Expenditure Manager responsibilities since September 2006 and has been receiving an out of class bonus. Mr. Shimoda has served as the Accounting Manager at Harbor/UCLA Medical Center, Chief Budget/Cost Reporting for Ambulatory Care, and about twenty-eight years at the Medical Center. He has risen from the ranks as a Budget Analyst to Chief of Accounting to Expenditure Manager. Currently he oversees Expenditure Management and Revenue Management (excluding CBO) as Interim Chief Financial Officer and also rotates as Administrative Officer of the Day within the LAC+USC Healthcare Network.

Mr. Shimoda is a proven leader in directing the activities of major divisions within Health Services. Mr. Shimoda has acquired significant knowledge, skills and capability through his experience working with Hospital operations such as Materials Management, Human Resources, Ancillary Departments, Medical Administration, Nursing, and Facilities Management. In addition, he is able to facilitate financial activities through his experience and knowledge gained over the years with his interactions with external operations such as CEO, Auditor/Controller, Health Services Administration, County Counsel, County Purchasing, Department Mental Health and other DHS Facilities.

Mr. Shimoda has provided the necessary information, coordination, financial analysis, and financial reports to the Hospital operations in order to facilitate its mission of providing safe, affordable and culturally sensitive health care. The salary requested for Mr. Shimoda is commensurate with the scope and responsibilities of the position. Mr. Shimoda is highly qualified and possesses the special knowledge, skills and experience necessary to successfully perform the critical functions of this position.

E. Provide the candidate's résumé or curriculum vitae

SEE ATTACHMENT

F. Identify highest paid subordinate reporting to this position

Name:	Employee #:	Title: REVENUE MANAGER II
Base Monthly Salary: \$ 8,683.41	Base Annual Salary: \$ 104,200.92	Salary Range/Quartile: S11, Step 6

G. Identify management position above the position requested

Name: Vacant	Employee #:	Title: Finance Manager, LAC+USC Medical Center
Base Monthly Salary: \$ 9,830.75	Base Annual Salary: \$ 117,969.00	Salary Range/Quartile: S13

II. HUMAN RESOURCES

Certify that the position is vacant and budgeted

YES ☒ NO ☐

Verify current salary of the individual for whom the request is being submitted.

CURRENT BASE SALARY: Month: \$ 8905.55 Annual: \$ 106,866.60 Range, Quartile: 102J, Step 5

NEW HIRE OR PROMOTION: Designate amount of proposed monthly salary based on standard 5.5 increases and/or verify that requested salary is consistent with other managers in the department.

PERCENTAGE INCREASE OVER CURRENT SALARY: 10+ %

PROPOSED SALARY: Monthly: \$ 10,506.24 Annually: \$ 126,074.88 Range, Quartile: S12, Step 10

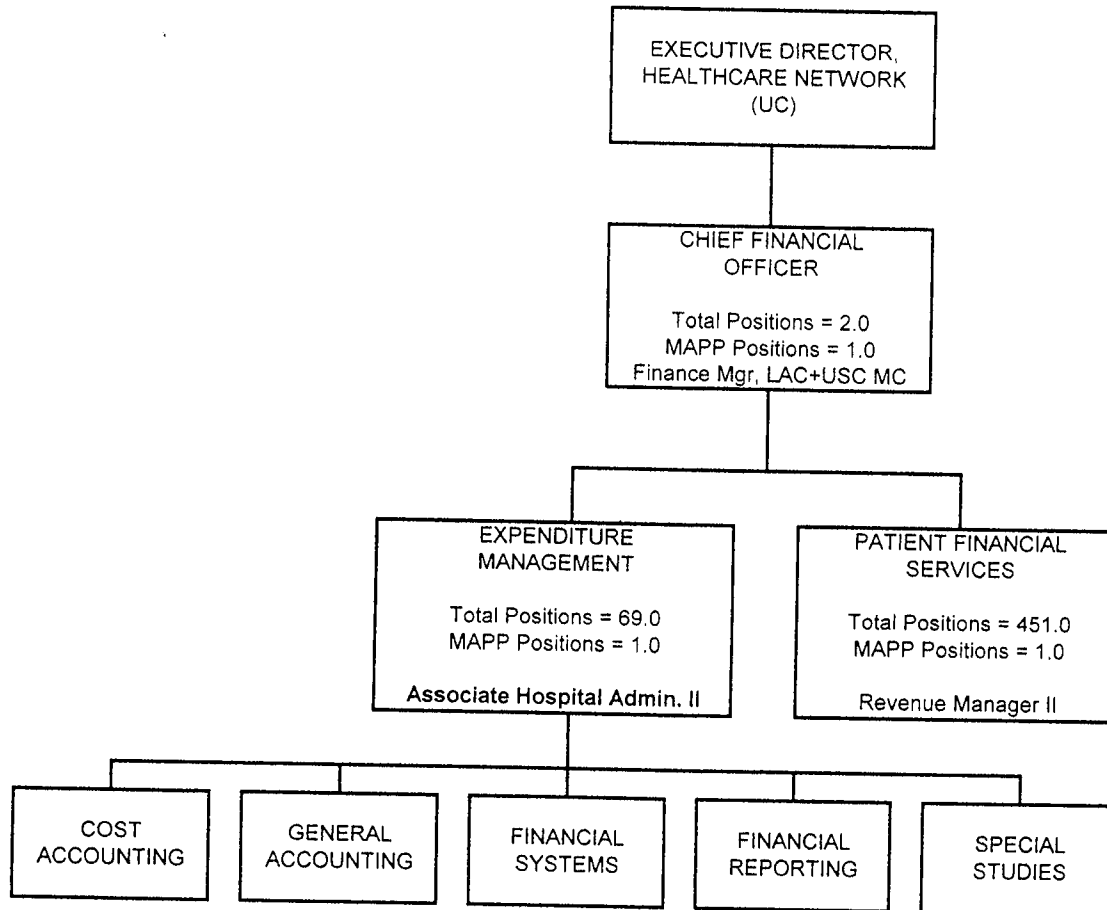
Provide listing of all internal equivalent positions within facility/program

Verify that candidate is listed on the appropriate Certification List and is reachable

YES ☒ NO ☐

LAC+USC HEALTHCARE NETWORK
FINANCIAL MANAGEMENT
FUNCTIONAL ORGANIZATION CHART
FISCAL YEAR 2008-09

TOTAL BUDGETED POSITIONS = 522.0



Note:

The budgeted positions shown based on the FY 2008-09 Adopted Budget.

Andrew Shimoda

Education

1973 – 1977 California State University, Los Angeles
Bachelor of Science, Business Administration
Option: Accounting

Professional Experience

September 2006 – Present LAC+USC Healthcare Network & JCHS
Interim Chief Financial Officer

- Oversees all financial operations in the LAC+USC Healthcare Network and Juvenile Court Health Services (JCHS) which include revenue generation, budget control and contract monitoring.
- Ensures the fiscal viability of the Healthcare Network
- Coordinates internal and external audit functions.
- Implements all County fiscal policies.
- Liaisons with Medi-Cal, Medicare and Insurance Company audits.
- Coordinates Medical Center fiscal operation with the Auditor/Controller.

1998 – Present
Expenditure Manager (Fiscal Officer II)

- Directs the Budget Performance Analysis for the LAC+USC Healthcare Network and JCHS.
- Maintains the financial statements, related accounting entries and reconciliations.
- Monitors the coordination of Board contract processing (new and renewals).
- Oversees the monitoring of Board contracts
- Assists in the preparation of MediCal, Medicare, and Short/Doyle cost reports.
- Coordinates audits with MediCal, Medicare, Short/Doyle, auditors.
- Maintains the revenue systems, which includes setting up new clinic/ward codes for billing and statistical data capturing.
- Directs the preparation of Interns & Residents data for cost reporting and audit appeals.
- Leads the preparation of the budget request
- Oversees the processing of contract invoices for payment
- Maintains compliance of the County Fiscal Manual.
- Maintains accounting systems related to eCAPS, HMMS, and LCD.
- Monitors the accounting of tuition agreements for the College of Allied Health/Nursing Programs.
- Manages the cashiering operations of the Medical Center.

1988-1997

Chief of Accounting

- Managed the maintenance and generation of the Financial Statements for the LAC+USC Medical Center,
- Generated the accounting entries into both the Auditor/Controller CAPS and DHS HBOC financial/accounting systems.
- Coordinated the reconciliation between the two financial systems, CAPS and HBOC.
- Directed the payments of Board contract invoices
- Maintained compliance with County, State and Federal accounting policies and controls.
- Lead the billing activities for non-patient care programs such as Interns & Residents, Grants, Other County Department billing/collections.
- Managed the tuition accounting for the School of Nursing
- Prepared the budget and monitored budget performance for S&S and Non-Patient Care Revenue.
- Directed cashiering operations